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SAPC - 3698

Copy 1 of 6

3 February 1956

MEMORANDUM FOR: Project Director

SUBJECT : Hycon Mfg. Company's Invoice No. PH-14029,
Billing No. 1, dated 30 November 1955

REFERENCE : SAPC - 3574, dated 2 February 1956

1. The questionable item billed on subject invoice and noted in reference was brought to the attention of the Project Contracting Officer by memorandum on 24 January 1956 (SAPC - 3519, dated 24 January 1956, Attachment A). By informal letter (SAPC - 3560, dated 25 January 1956, Attachment B), the Contracting Officer requested the Hycon Mfg. Company representative concerned to review the billing and, if appropriate, adjust the next billing submitted. (A copy of each communication is attached.)

2. Minor discrepancies in commercial billings are not uncommon and under normal conditions the Comptroller would have suspended the amount involved and would have notified the Contractor directly. We feel in this Project, however, that most cordial relationship must be maintained with firms participating and when mistakes occur we bring them to the Contractor's attention and permit them to furnish explanations and/or make adjustment(s) on some future claim. We did not bring this item, nor have we brought others in the past, to your attention only because of our desire to save your time. At your convenience, and informally, if desired, please advise if you would like to view the few apparent discrepancies we are required, through process of audit, to bring to the attention of firms participating in Project activities.

25X1A9a

Project Comptroller

Attachments:2

SAPC - 3519

SAPC - 3560

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
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NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 28/1/82 REVIEWER: 064510

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SAPC - 3698
Copy 3 of 6

3 February 1956

MEMORANDUM FOR: Project Director

SUBJECT : Hycon Mfg. Company's Invoice No. PH-114029,
Billing No. 1, dated 30 November 1955

REFERENCE : SAPC - 3574, dated 2 February 1956

1. The questionable item billed on subject invoice and noted in reference was brought to the attention of the Project Contracting Officer by memorandum on 24 January 1956 (SAPC - 3519, dated 24 January 1956, Attachment A). By informal letter (SAPC - 3560, dated 25 January 1956, Attachment B), the Contracting Officer requested the Hycon Mfg. Company representative concerned to review the billing and, if appropriate, adjust the next billing submitted. (A copy of each communication is attached.)

2. Minor discrepancies in commercial billings are not uncommon and under normal conditions the Comptroller would have suspended the amount involved and would have notified the Contractor directly. We feel in this Project, however, that most cordial relationship must be maintained with firms participating and when mistakes occur we bring them to the Contractor's attention and permit them to furnish explanations and/or make adjustment(s) on some future claim. We did not bring this item, nor have we brought others in the past, to your attention only because of our desire to save your time. At your convenience, and informally, if desired, please advise if you would like to view the few apparent discrepancies we are required, through process of audit, to bring to the attention of firms participating in Project activities.

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Attachments:2

SAPC - 3519 and 3560

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O&I - Addressee w/att

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Project Comptroller

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DATE: 25/1/82 REVIEWER: 064540